

## REMEDATION AND REDEVELOPMENT (RR) NEWS FROM WISCONSIN DNR April 27, 2004

### HOW TO SUBMIT GIS REGISTRY PACKETS

Consultants and others submitting requests for case closure review are advised to follow appropriate procedures in order to ensure a timely closure review and to maintain high quality information on the internet-accessible GIS Registry of Closed Remediation Sites. Complete packets and legible maps and tables are needed. Staff have noticed the following problems with some recent submittals:

- Maps are too dark or too light to read when scanned
- Tables include shading (use bold/italics instead)
- Deeds in which the legal description refers to a plat map, which is not included
- Contaminant plume indicates an off-source property is impacted, but no notification letter was included in the packet
- No location map is provided
- Locational coordinates provided plot on a different property
- A responsible party certification statement is not provided
- ROW notifications missing
- WTM coordinates on map are displayed backwards
- Table of groundwater elevations missing
- Information included in incorrect order
- Addresses are not provided for off-source properties that are affected

While many of these problems are not serious, some can delay a closure request by up to one month after the missing data is received (e.g. lack of notification letters). Most of these problems are easily prevented by doing a quick QA/QC check before sending in the closure request. Electronic submittal of information is also available, and reduces many of the scanning problems for tables and maps.

The case closure request form is currently being revised, and may help in double-checking some of these items. The checklist will have a check-off blank per item, to help ensure that submittals are complete. The directions re-iterate that the use of shading and cross-hatching is not allowed, and suggest that bold and italics be used to highlight certain features. The directions also clarify that the GIS packet needs to be a stand-alone attachment.

An addition to the case closure form will be to include addresses for all off-source properties affected by residual contamination. This is needed because notification letters don't always contain addresses for all properties. Where a specific address is not available, for properties such as vacant lots or stretches of railroads, a general street address should be used, such as the west side of the 1200 block of Mason Street. DNR can manage the information more quickly when the off-source property addresses are added to one of the maps in the GIS packet.

Consistent submittal of complete, legible packets will better ensure that those persons using the GIS Registry to get information on a specific site or address will be able to obtain the information they need. This is especially important in the case of property transactions and planning for well construction or reconstruction.

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